

CSTARS User Group, 06.05.03
Meeting Minutes

Attendance:

Crystal Davis, OAM
Tom Cochran, OAM
Kevin Crowley, OAM
Yancey Stern, OAM
Veronica Moore, OAM
Jacqueline Wilson, Census
Pat Grimes, NIST
Dick Bennett, NOAA
Nancy Barrere, OAM
Chris Nolte, OAM
Suja Madhavan, Census

Sharon Driggins, Census
Clark Terrell, Census
Kimberly Atsalinos, NIST
Jan Dodi, NOAA
Patsy Ybarra, NOAA
Marjie Dones, NOAA
Randall, NOAA
Lynne Phipps, NOAA
Pam Harper, OCS
Brenda Black, OSDBU
LaJuene Desmukes, OSDBU

Opening Remarks

- ❖ Next Meeting, July 10, @ HCHB 1-3pm, Room 6057
- ❖ Rules for Teleconferencing
 - One person talk at a time
 - Please “mute” the phone while you engage in other conversations
- ❖ Census has new teleconferencing equipment that worked much better than what has been used in the past. Polygram #7935 Cisco IP

Open Actions

- ❖ **NOAA DPA – (NOAA)** Jan would like to notify everyone that they intend to use a 2 digit code to identify DPA/ASC. This will allow each office to be identified uniquely. **ACTION:** Jan will send a message to the agencies regarding the ASC code changes.
- ❖ **CSTARS SOW (CACI Services) – (T. Cochran)** Tom is requesting comments from the group on the SOW for CACI by June 13, 2003. **ACTION:** Census requested an electronic version of the SOW.
- ❖ **CFS/CSTARS Interface – (T. Cochran)** Tom has received comments on Appendix G from Census. NIST had submitted 53 pages of comments to the CSC and has not received a response from them.
- ❖ **Data Warehouse- (Y. Stern)** CACI is responding to the SOW for Phase II work on the Data warehouse. The plan is to a) move 5 years worth of data into the DW, b) clean up existing data, c) cleanup vendor data, and d) cleanup some reports. The ultimate goal of Phase II work will be to turn off legacy systems. The bureaus (NIST specifically) have requested “lead time” in them being able to assist us with the 5 years of data effort. **ACTION:** OAM - How much money will the bureaus need to fund for the data warehouse during FY04?
- ❖ **Users Manuals – (C. Davis)** There are several, key issues with the current manuals. They are not indexed correctly, the table of contents

is incorrect, no upgrades are available (not current) and it is not available in an electronic format. The group has requested to have professionally produced user manuals for each bureau. The manuals will be bureau specific. The best option would be to have CACI sub contract to a small business (expert users manual publishing company) the requirement to produce high quality, bureau specific user's manuals. **ACTION:** Bureaus should please send a pros/cons list to Crystal to be incorporated in Debra's presentation of this to the ET Council on June 24, 2003. Crystal needs comments by Friday, June 13, 2003.

- ❖ **CSTARS Bureau Budgeting** – (C. Davis) The OAM CSTARS program office pays for the following: 1) Database storage, 2) Enterprise-wide training, 3) Licenses, 4) Manuals and 5) Financial Interface.
- ❖ **Disaster Recovery** – Test Scripts – (K. Crowley) Based on a follow-up meeting with OAM, OCS and Census, it is recommended that for the next DR we have documented test scripts available for use. These test scripts should cover both data and operational scenarios. Communication with someone from OAM is really important during the testing. Someone from OAM should be at the test site...this would be very helpful. **ACTION:** If any documented test scripts exists, please forward these to Kevin/Crystal.
- ❖ **Additional Topics:**
 - Kevin is currently working on an SOW which will review the OCS cost structure and setup comparing it to other Government franchised operations.
 - Kevin received the newest release from CACI (v.5.7). We are currently testing v. 5.6.B.02. The newest release has 1) the fundamentals needed to interface with BPN, 2) control field access at the group level, 3) Micropurchase enhancements, 4) Vendor past performance (may need additional hardware with this enhancement) and 5) Esig option. **ACTION:** It would be helpful to obtain a "release schedule" from CACI in order for us to better plan our testing, etc.
- ❖ **BPN/CCR** – (N. Barrere) Nancy has submitted DOCs comments on CCR. Basically there were two: 1) delay in implementation and 2) grandfather them in to new contracts. Nancy has completed the DRAFT letter to Vendors and will be sending this out to the bureaus for comments. OAM is preparing mailing labels (data from the data warehouse) that will be used to send out the letters to the vendors. **ACTION:** Please provide comments to Nancy by COB 6/11/03. OAM needs to identify who is paying for the Department-wide CCR charge.
- ❖ **FPDS/NG** – (Y. Stern) Yancey attending the Agency-wide Information Day presentation. DOC has been volunteered to be one of the early adoption agencies. Yancey has a meeting planned with GCE

and CACI to discuss our option. **ACTION:** One question is how do we hold to the data that we are sending to FPDS/NG when we need the data for our internal systems?